

10 April 1961

MEMORANDUM FOR: Records Management Officer

SUBJECT : Book Dispatches

1. The complete chrono file of book dispatches runs from #1, dated 26 July 1955, to #2519, dated 5 April 1961, and occupies eight linear feet of space. This chrono is duplicated in part in many places throughout the Glandestine Services. Technically, book dispatches differ from other dispatches only in that they are sent to several addressees, yet they have been used often enough over the years for the transmission of policy and instruction to have acquired an aggregate sanctity and character of their own, lying somewhere between the ordinary dispatch and the [ ] It is proposed to eliminate this anomaly and do away with an appreciable quantity of accumulated paper by authorizing the destruction of all chrono collections of book dispatches at some future date. In order to do this, of course, official CS file material and still valid policy and instruction must be pulled out and reprocessed appropriately according to content, or reissued in some more appropriate medium.

25X1

2. On 17 April 1961, RID/[ ] will commence to screen the complete collection of book dispatches for this purpose. RID will determine what book dispatches, under existing criteria, should be taken into the official CS file system. All remaining book dispatches, those not taken into the central system, will be returned to the originating offices via the RMO concerned for determination as to continuing validity. RMOs are requested to bring these book dispatches to the attention of operating officials as required and to notify RID/[ ] of the decision as to disposition.

25X1

25X1

3. When this review has been completed, a [ ] listing each book dispatch with appropriate disposition instructions will be issued and the RID chrono retired to the Records Center. Originators of future book dispatches will be requested to assign an appropriate file number or include filing instructions in order to preclude the continued accumulation of such collections. Subsequent to this review effort, RID will be the office of record only for those book dispatches integrated into the CS file system; the originating office will be the office of record for any book dispatch not taken into the central system.

25X1A

[ ]  
DD/P Records Management Officer

25X1A9A

(Date)

MEMORANDUM FOR: \_\_\_\_\_ Records Management Officer

SUBJECT : Book Dispatches

REFERENCE : DDP/RMO Memorandum, same subject, 10 April 1961

The attached Book Dispatch # \_\_\_\_\_ dated \_\_\_\_\_ appears to be the responsibility of your office. Since no corresponding file has been established, it cannot properly be included in the CS file system. As an item in the chrono collections of the various addressees, this dispatch is scheduled for destruction when all book dispatches have been reviewed. However, it is not intended to interfere with the essential purpose of the dispatch. You are requested, therefore, either to authorize its destruction outright, in the event it has served its purpose, or authorize destruction and initiate action to preserve the contents and purpose of the dispatch in some more permanent form. This may be done either by republication [redacted] or by establishment of an official subject file into which this item may be incorporated.

25X1A

Attachment:  
Book Dispatch

[redacted] 25X1A9A  
DD/P Records Management Officer

25X1 TO: RID [redacted] 2615 L Building

1. Book Dispatch # \_\_\_\_\_ is returned herewith. It
  - ☒ a. has served its purpose and may be destroyed
  - ☐ b. will be republished
  - ☐ c. is returned for inclusion in an official subject file
2. Comment (if b. or c. is marked)